



MES COLLEGE MARAMPALLY

NAAC Reaccredited with A+ (CGPA: 3.38)

Aided College Affiliated to Mahatma Gandhi University Kottayam

ACADEMIC AUDIT REPORT 2019-20



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Academic Audit Report 2019-20

Date: 17 & 18 June 2020

As per the quality parameters, an Academic Audit was conducted for the year on June 17 and 18, 2020 based on the criterion of the National Assessment and Accreditation Council covering all academic activities of the College. The main objective of this audit was to determine the presence and adequacy of quality benchmarks across various parameters as stipulated by the NAAC. As per IQAC instructions, all departments were required to prepare a list of files and registers, which were then verified by two external auditors, the IQAC coordinator, and the Principal during their visits to each department.

Audit Team

Sl No	Name	Designation and Address
1	Prof. A M Rasheed	MES College Nedumkandam, Idukki, Kerala
2	Dr. Sunny Kuriakose	Dean, Student Affairs Federal Institute of Science and Technology, Angamaly, Kerala
3	Dr. Manzur Ali P M	IQAC Coordinator
4	Dr. A Biju	Principal

1. Profile of the College

Founded in 1995, M.E.S. College Marampally emerges as a beacon of distinction in the realm of Education. Aligned with Mahatma Gandhi University, Kottayam, and guided by the principles of the Muslim Educational Society (Regd.), Calicut, the institution achieved an impressive A+ Grade (CGPA: 3.38) from NAAC in 2019. Beyond accolades, the college has been a trailblazer in higher education, pioneering innovative vocational (Model II) and technical programs to address the evolving needs of the workforce. The inclusion of UGC-launched B.Voc. programs underscores its unwavering commitment to advancing higher and technical education.

The institution's commitment to equity and inclusion manifests in its diverse student body, comprising girls and minority students. M.E.S. College offers a diverse selection of educational programs, including 19 undergraduate programs and 10 postgraduate programs.

At the forefront, the institution is led by individuals marked by a profound sense of dedication and active stakeholder participation. Faculty members continuously pursue professional development to impart cutting-edge knowledge to students. The physical infrastructure and human resources are meticulously curated to cultivate an ICT-friendly teaching and learning environment, fostering an entrepreneurial ecosystem.

Collaborative initiatives involving the Parent-Teacher Association, Alumni, and various clubs contribute to nurturing academic excellence and humanistic values among students. M.E.S. College Marampally goes beyond the conventional educational institution; it stands as a dynamic hub dedicated to holistic development and community engagement.

2. Academic Audit

Engaging in the Academic Audit represents a pivotal aspect of the higher education—an imperative for attaining and upholding academic brilliance. This initiative goes beyond regular inspections; it embodies a dynamic process that encourages continuous assessment, ongoing improvement, and the perpetuation of the highest academic practices across diverse programs. We are committed to ensure that every dimension of our educational offerings are met consistently.

2.1 Objectives of Academic Audit

The objectives of an academic audit in a higher educational institution aim to ensure and enhance the overall quality, effectiveness, and integrity of the academic processes.

Key objectives are:

- **Quality Assurance:** Evaluate and ensure the quality of academic programs, teaching methodologies, and learning outcomes to meet established standards.
- **Continuous Improvement:** Cultivate a culture of continuous improvement by identifying areas of strength and weakness in academic programs, instructional methods, and support services.
- **Learning Outcomes Assessment:** Evaluate the effectiveness of teaching methods and the extent to which students achieve the intended learning outcomes.
- **Faculty Development:** Encourage and support the ongoing professional development of faculty members to enhance their teaching and research capabilities.
- **Stakeholder Satisfaction:** Gauge the satisfaction levels of students, faculty, and other stakeholders with the educational services and experiences provided by the institution.
- **Innovation and Adaptability:** Assess the institution's ability to innovate and adapt to emerging trends and technologies in higher education.
- **Governance and Leadership Evaluation:** Evaluate the effectiveness of institutional governance and leadership in steering the institution toward its academic goals and objectives.
- **Student Support Services:** Assess the availability and effectiveness of support services such as counseling, library facilities, and career guidance to enhance student experience.

2.2 Financial Aid Sanctioned/Received

- MHRD, Govt. of India sanctioned Rs. 50,000/- for implementing the Unnath Bharath Abhiyan project
- Department of Biosciences received Rs. 70,000/- from KSCSTE for the training programme on Environment Management

- UGC sanctioned Paramarsh scheme for Mentoring NAAC Accreditation Aspirant Institutions to Promote Quality Assurance in Higher Education Institutions (HEIs) with financial assistance of Rs. 24,12,000
- The institution received financial aid of Rs. 1,07,000 from the Higher Education Department, Govt. of Kerala, for the Scholar Support Programme (SSP), which aims at imparting personalized additional support to needy students.
- Higher Education Department, Govt. of Kerala sanctioned Rs.1,35,000 for the Walk with Scholar (WWS) programme to arrange specialized mentoring programs for UG students
- Department of Computer Applications received Rs. 25,000/- for starting the CSI Student Chapter from the Computer Society of India
- Department of Electronics received Rs. 5,000 from Energy Management Centre for conducting a Skill Development Workshop on Energy Conservation

2.3 Plan of Action Chalked Out by IQAC

- Strengthen the Alumni association
- Technology-enhanced teaching-learning process
- Skill Oriented programmes
- Proposal to more BVoc programmes
- Participation in Ranking and Proposal submission

2.4 Criterion wise Feedback

2.4.1 Curricular Aspects

Summary

Students participated in and presented papers at international and national conferences, contributing to publications in UGC-listed journals. The Electronics students have undertaken mini projects, while Psychology students conducted case studies. The college has organised a distinctive Interdisciplinary Resource Sharing program for PG students, fostering knowledge exchange and enrichment. Under the Government-funded WWS (Walk with a Scholar) program, advanced learners benefitted

from career orientation programs, industry visits, and visits to prestigious academic institutions. To support academically challenged students and ensure their holistic development, such students are provided with remedial coaching under the Government-funded Scholar Support Programme (SSP) programme. The Parent-Teacher Association (PTA) has also taken the initiative to provide remedial coaching to academically weaker students. Furthermore, the Additional Skill Acquisition Programme (ASAP) also functioned well in the college to provide career guidance and professional training to students. All PG programs adhere to the Choice Based Credit System (CBCS) course system.

Comments/suggestions

Currently, only ten certificate courses are offered, and student enrollment is limited. Hence, it is imperative to ensure that every department conducts at least one certificate course annually, with a target of 60% student enrollment in add-on/certificate courses. Additionally, all postgraduate students should complete at least one NPTEL course per semester. The Computer Applications/Software Development and System Administration departments are encouraged to provide various programming add-on courses, extending the benefits to students from other departments. The English department is recommended to organize certificate courses to enhance students' language proficiency, particularly for competitive examinations.

Moreover, four faculty members play an active role in the Board of Studies at Mahatma Gandhi University, while the majority of teachers participate in syllabus revision workshops. These workshops are designed to pinpoint deficiencies in the existing curriculum and suggest corrective measures. Additionally, numerous teachers hold positions as members and chairpersons of the board of question paper setters in various universities and autonomous colleges. The college intends to apply for postgraduate programs in social work, psychology, etc., aiming to broaden the academic offerings and opportunities for students within the institution.

2.4.2 Teaching-Learning and Evaluation

Summary

Faculty members have utilized Google Classroom and Moodle as learning management systems (LMS). The educational approach incorporated participative and experiential

learning methodologies such as project exhibitions, industrial visits, on-the-job training, internships, field surveys, project presentations, outreach programs, knowledge-sharing and enrichment sessions, and intensive laboratory sessions. These are the essential components of our learning methodologies.

The Higher Education Department, Government of Kerala, has introduced initiatives like Walk with Scholar (WWS), the Scholar Support Programme (SSP) catering to advanced and slow learners, and the Additional Skill Acquisition Programme (ASAP). The student-teacher ratio is 17:1, and an effective mentoring system is in place with a mentor-mentee ratio of 1:19.

All the faculty members used ICT for effective teaching with Learning Management Systems (LMS), E-learning resources, etc. Tutors interacted with each student personally and collected their curricular and co-curricular requirements. Based on this, tutors recommended remedial classes and paid personal attention to academically weaker students. Many of the faculty members received honours and recognition at State, National, and International levels from Government and recognised bodies during the year. The institution followed the evaluation system implemented by the University. An internal examination cell (IEC) is constituted for the proper conduct of internal examinations. Two internal assessments are held centrally every semester. IEC is responsible for scheduling, collecting question papers, preparing invigilation rosters, and making seating arrangements. Appropriate weightage is assigned to assignments and attendance in adherence to University guidelines. Attendance and assignments are evaluated and marks are awarded as per University guidelines. Monthly attendance statements are prepared and published. The IQAC conducts an academic audit and provides feedback at the end of each semester, ensuring that departments adhere to the academic calendar without discrepancies.

Comments/Suggestions

It has been observed that there is a high demand for all programs, with an average of 25 applications received per seat. The MSc Biotechnology program has the highest demand ratio at 61:1, and the Bachelor of Business Administration follows closely with a demand ratio of 36:1. Despite having a dedicated e-content studio floor, the number of e-contents developed by faculty members is relatively low. It is recommended that faculty members create at least two to three e-contents related to their assigned courses every year. While most of the faculty members possess NET qualifications, only 15% of

the teachers have completed their PhD. To enhance the academic profile, it is suggested that all faculty members register for PhD programs and obtain their doctoral degrees within four years.

Each student is provided with a Bio-data Book by their tutor, containing academic, personal, and co-curricular details. The effective implementation of the tutorial system not only aids students in achieving their career goals but also serves as a platform for psycho-social counseling.

Ms. Rubeena K A, Assistant Professor, Department of Biosciences received Best Paper Award in the International Conference organized by Centre Karadeniz Technical University, Munzur University, Isparta University of Applied Sciences and Anatolia Science Academy on 28th to 30th August 2019 at Istanbul, Turkey. Ms. Nimsi K A won Best researcher title in Environmental Science organized by International Association of Research and Developed Organization (IARDO) on 28th to 31st December 2019 held at IARDO, Bali. Dr. Nisha P, Assistant Professor, Department of Biosciences received Best Paper Award and prize of 70 Euro awarded by Royal Society of Chemistry UK at the International Conference held at MA College, Kothamangalam, from 14.01.2020 to 16.01.2020. Dr. Raphika P M and Ms. Shemi P M availed travel grant from UGC for presenting research papers at IEEE Middle East and North Africa COMMUNICATIONS Conference (MENACOMM) held at Beharin from 19 to 21 November 2019. Ms. Jaseena K U was awarded a UGC Travel Grant for presenting a paper at the International Conference on Data Science, e-learning and Information Systems (DATA 2019) held at American University in Dubai from 2nd to 5th December 2019.

2.4.3 Research, Innovation and Extension

Summary

The institution boasts an active Research Committee dedicated to strengthen the research culture in the college. Faculty members have published eighteen research papers in peer-reviewed national and international journals, showcasing the institution's commitment to scholarly pursuits. Additionally, two faculty members have successfully earned doctoral degrees. Various KSCSTE-funded student projects have been sanctioned to the students of science departments.

Establishing collaborations with esteemed research institutions such as Kerala Agriculture University and CUSAT, the institution facilitates summer internships and projects for postgraduate students. The B Voc departments have operational

Memoranda of Understanding (MoUs) with the Media and Entertainment Sector Skill Council, Neospark, Zillion, Magmyth Vfx Studio, and Kochi Muziris Biennale. The Psychology department has extended collaboration through a Memorandum of Understanding (MoU) with IUCDS at MG University. The Department of Electronics has collaborated with Cochin University of Science and Technology in a major research Project. Furthermore, the institution has formed collaborative ties with prominent organizations, including the Indian Academy of Sciences, ICSSR, and KSCSTE, for the execution of workshops. Additionally, partnerships with the Kerala State Literacy Mission have been forged to contribute to the education of migrant laborers.

NSS, NCC, and various departments are actively involved in organizing extension activities. Regular initiatives such as pathways, blood donation drives, visits to blind schools, kanakkum karyavum, and Pragathi are conducted with enthusiasm. The institution has received three awards and recognition for its outstanding extension activities from both the Government and other reputable organizations. Nearly all students actively engaged in one or more extension activities.

Comments/Suggestions

The Research Promotion Council frequently organizes research paper presentations for both students and faculty. Despite many teachers pursuing PhDs, the number of publications remains relatively low. The institution may motivate faculty members by offering incentives to those who publish papers in reputable journals. Teachers contributing articles to esteemed journals should indicate their affiliation with MES College Marampally. Additionally, the Department of Industrial Instrumentation and Automation has developed a Plastic Shredder Machine for Henrey Baker College, Melukavu.

The institution actively engages in extension activities such as Swachh Bharat, the Hunger Relief Initiative (Sahodarangalkoru Pothichoru), the Cycleathon Anti-Drug Campaign, and the cleaning of the Panchayat Community Hall, all of which received high appreciation. Furthermore, the institution has conducted numerous activities under the UGC Paramarsh scheme.

2.4.4 Infrastructure and Learning Resources

The institution possesses ample infrastructure and physical facilities that contribute to creating an optimal teaching and learning environment. The construction of a new block has been initiated, and it will be functional soon. Covering an area of 30,140 sq. ft, the new block includes 16 classrooms, a library, a spacious seminar hall, two departments, and two laboratories. To enhance teaching through information and communication technology (ICT), almost all classrooms have been equipped with LCD projectors in the current academic year. The campus is Wi-Fi enabled.

The college's infrastructure encompasses a fully equipped conference hall, as well as Electronics, Computer, and Biosciences laboratories. The Language lab is also part of the facilities. Outdoor amenities such as the playground, basketball court, and health club are regularly maintained to ensure quality and optimal use.

The College library operates as a separate block covering an area of 7250 sq. feet. It includes a spacious reading room and an attached internet browsing facility. Based on recommendations from the library advisory committee, 785 books, and nine journals have been acquired. The library continues its subscription to the UGC-NLIST journal repository. In response to the COVID-19 pandemic, many faculty members have initiated the creation of video lectures. The college has well-established systems and procedures in place for maintaining and utilizing physical, academic, and support facilities.

Comments/Suggestions

With the introduction of several new programs, the college has expanded its facilities, creating 16 additional classrooms and other amenities. In addition to the existing 324 computers, 46 more have been purchased, taking the total number to 370. The institution now boasts a bandwidth of 60 Mbps. A well-equipped studio floor is dedicated to e-content development.

For infrastructure maintenance, the management has formed a subcommittee. This committee collaborates with the College Planning Forum, which includes the Principal, IQAC Coordinator, Office Superintendent, and senior faculty members, to discuss relevant matters. The management committee's efforts in maintaining both physical and academic support facilities are commendable. The institution ensures the availability of UPS for power-sensitive equipment and computers, with air-conditioning provided for sensitive installations, including a fully air-conditioned main computer lab. A network

resource center allows students to access the internet for assignments and projects, overseen by a network administrator responsible for ERP software, website management, computer maintenance, and camera surveillance. The Auditorium, Seminar Hall, and Conference Hall are extensively utilized for academic and cultural programs. Several committees are actively working to enhance the efficiency of the canteen, college buses, and hostel facilities.

2.4.5 Student Support and Progression

Summary

Students were awarded a total amount of Rs. 4,59,000/- (Four lakhs fifty-nine thousand only) through various National Scholarships, including the Indira Gandhi Scholarship and Jindal Foundation Scholarship. The management allocated Rs. 11,76,155/- (Eleven lakhs seventy-six thousand one hundred fifty-five only) for student scholarships. The institution actively conducted numerous capability enhancement and development schemes, benefiting over 200 students who received guidance for competitive examinations and career counseling, subsequently securing positions in diverse companies.

The academic progression of undergraduate students demonstrated positive outcomes. The institution organized a plethora of sports and cultural activities and competitions, resulting in several students earning National Level medals. Students exhibited enthusiasm in fulfilling their responsibilities across academic and administrative bodies, participating in department-level clubs/associations, as well as institution-level bodies such as the Anti-ragging Cell, Anti Sexual Harassment Cell, Grievance Redressal Cell, Anti-Drug Cell, Women Cell, Quality Circle, Career Guidance Placement Cell, Library Advisory Committee, Entrepreneurship Development Cell, Nature Club, Quiz Club, Canteen Advisory Committee, College Bus Advisory Committee, Mathematics Club, Science Club, Planning Forum, Entry into Service, Energy and Environmental Conservation Club, NSS, NCC, Cell for Research and Publication, Counseling Centre, Film and Photography Club, Readers Forum, Computer Literacy Forum, Website Advisory Board, Remedial Coaching, Tutorial System, WWS, Department News Letters, Consultancy cells, Journal Club, and Drama Club.

The Alumni registered as a society with the registration number EKM/TC/194/2018, actively contribute to the institution's growth. The Alumni Association recognizes meritorious students, supports those with high academic potential, and acknowledges

teachers who have made substantial contributions to the institution. Additionally, the Alumni Association provides scholarships, covers bus fees for needy students, and supports the organization of student fests. The Alumni Association also takes a keen interest in the curricular aspects of the college.

Comments/Suggestions

The commendable efforts of the Business Administration and Computer Applications department in conducting a substantial number of soft skill programs are noteworthy. The institution has a robust mechanism in place for the timely resolution of student grievances, and prevention of sexual harassment and ragging cases, with received grievances being addressed within 7 days. Several students successfully secured admission in prestigious institutions such as Central University, Tamil Nadu, Pondicherry University, CUSAT, Mahatma Gandhi University, Aligarh Muslim University, and M A College, Kothamangalam.

The institution actively organized a variety of competitions, including Power Quiz, Freedom Quest, Debate, and HR Fest. Rahul Krishna, a BSc Electronics student, proudly represented India in the International Chess Championship held at Angamaly. In the tenth National Sambo Championship, recognized by the Zambo Federation of India, students achieved remarkable success, securing 3 gold, one silver, 1 bronze, and 1 fourth position. Amar Abdul Salam was a valuable member of the team that emerged as runners-up in the All India Inter University Netball Championship hosted at Calicut University.

The institution's commitment to organizing more than 10 sessions with the assistance of alumni is highly appreciated. The BSc Electronics Batch of 2008-11 contributed a Digital Visualizer worth Rs. 36,000/- to the department, showcasing their support. Furthermore, the Alumni Association made a significant contribution by providing a high-end laptop (i7 processor, 8GB RAM, 4GB Graphics) valued at Rs. 85,500 for the AGD Department.

2.4.6 Governance, Leadership and Management

Summary

The administration has seamlessly incorporated E-Governance through TCS software, streamlining processes such as college admissions, issuance of transfer certificates, student records, attendance tracking, internal exam marks, faculty details, and coordination of faculty activities. This college management software is accessible to the

top management, facilitating efficient management and decision-making. Financial operations are efficiently automated through MES Dkatia software, covering all aspects of finance-related activities within the institution. This technological integration enhances overall administrative efficiency.

The institution is dedicated to the well-being of its members, offering various welfare programs that contribute to a happy and productive environment, promoting mental well-being among students and staff alike. Recognizing excellence, the institution honors outstanding teachers, non-teaching staff, faculty members who attain doctoral degrees, and those who contribute to international publications during public functions. A staff association actively functions to address the welfare needs of the staff members, fostering a supportive and collaborative work environment. This ensures that the institution not only excels in academic and administrative efficiency but also prioritizes the overall satisfaction and welfare of its staff.

Comments/Suggestions

Yadhukrishnan from the Bioscience Department received an invitation to participate in the National Knowledge session for emerging innovators and entrepreneurs in Thiruvananthapuram on January 22-23, 2020. He was invited to the first Kerala Innovation Day and for a unique photo session of YIP 2019-22 winners with KDISC and Kerala Start-up Mission. Mr. Rafeeq C A, Assistant Professor in the Department of Biosciences, received financial assistance of Rs. 20,000 from the management to attend a hands-on training in Engineering zebrafish with CRISP tools organized by the Centre for Cellular Molecular Biology. Two-day Faculty Development Programme on Digital Marketing, ICT-enabled teaching/learning processes, Theatric Skills for Effective Learning, etc, are conducted under the auspices of the IQAC. Ms. Anitha Varghese, Assistant Professor in the Department of English, successfully completed a one-month training program at EFLU Hyderabad as part of the PGCTE program. The institution received a total of Rs. 9,26,141 from non-government bodies and philanthropists for various student and staff-related activities. Furthermore, the institution has generated a corpus fund of Rs. 76,75,8294 (Rupees seven crore sixty-seven lakhs fifty-eight thousand two hundred ninety-four only).

2.4.7 Institutional Values and Best Practices

Summary

The institution places significant emphasis on promoting gender equity and has organized several programs to generate awareness and support in this regard. The college organized multiple programs, encompassing awareness initiatives on LGBTQ, legal awareness sessions addressing harassment, discussions on laws about sexual harassment, seminars focusing on Gender Justice, and a one-day teenage awareness program. The college also conducted numerous programs focused on environmental consciousness and sustainability.

The institution strives to create an inclusive environment where individuals, irrespective of their background, abilities, or characteristics, feel valued, respected, and supported. Additionally, 18.5% of the power requirement of the Institution is fulfilled by renewable energy sources, reflecting the institution's commitment to environmental sustainability. The campus is designed to be Divyangajan-friendly, ensuring accessibility for individuals with disabilities. Two noteworthy best practices of the institution include Entrepreneurship Development Activities and Skill Development Programs, reflecting its commitment to fostering entrepreneurial spirit and enhancing the skills of its community members.

Comments/Suggestions

On World Senior Citizen's Day, students from the Psychology department visited an old age home and orphanage in Edathala. Additionally, they volunteered to organize a Sports Day at the Blind School in Keezhmad. The institution's proactive engagement in various activities, such as fundraising through the exhibition and sale of handkerchiefs for flood relief, a workshop on carry bag making for MES Special School, Gandhismrithi talks, the Nimisha Thambi memorial scholarship by alumni, and the distribution of school kits to promote universal values and ethics at a Government U P School, is commendable.

The institution's commitment to eco-friendly practices is evident through activities like energy conservation awareness programs such as Dyuthi, Cycleathon-Cycle Rally, workshops for Self Help Groups on energy conservation, a Certificate Course on energy-saving devices, Nakshatravanam in the campus, a Vermicomposting unit, rainwater harvesting, e-waste upcycling, a Bio-gas Plant in the Canteen, and the Girl's Hostel. These initiatives reflect the institution's dedication to maintaining an environmentally

sustainable campus.

Consideration could be given to installing a lift on the campus for improved accessibility. The institution's commitment to Women Empowerment is greatly appreciated.

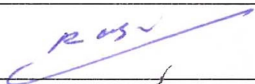
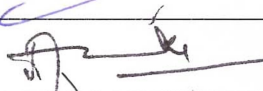

3. Conclusion

M.E.S. College Marampally's commitment to holistic development is ingrained in its multifaceted approach to education. Beyond traditional academic pursuits, the institution emphasizes the overall growth of its students, recognizing that education extends beyond textbooks. The college actively promotes extracurricular activities, sports, and cultural events, fostering an environment where students can explore their talents and interests beyond the confines of the classroom.


In tandem with holistic development, the institution demonstrates a robust commitment to community engagement. Collaborative initiatives with the Parent-Teacher Association, Alumni, and various clubs showcase a dedication to not only academic excellence but also the social and cultural enrichment of the surrounding community. By actively involving stakeholders in the educational process, M.E.S. College creates a symbiotic relationship, where the institution becomes a hub for positive societal impact.

The comprehensive overview provided by the audit not only celebrates the achievements of M.E.S. College but also identifies areas for enhancement. This forward-looking perspective is a testament to the institution's self-awareness and its commitment to staying at the forefront of educational excellence. By acknowledging and addressing areas for improvement, M.E.S. College Marampally demonstrates a culture of continuous learning and adaptability, ensuring that it remains a beacon of distinction in the realm of education.

Verified by

Sl No	Name	Designation	Signature
1	Prof. A M Rasheed	Principal	
2	Dr. Sunny Kuriakose	Dean, Student Affairs	
3	Dr. Manzur Ali P P	IQAC Coordinator	




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